United Nations ST/SGB/2007/1

Secretariat

1 January 2007

Secretary-General's bulletin

Amendments to the 100 Series of the Staff Rules (ST/SGB/2002/1)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 112.2 (a), hereby promulgates the text of the amendments to the 100 Series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/1. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule. Please note that the following amendments to the rules, which were promulgated by ST/SGB/2006/11, effective 1 January 2007, will be provisional until reported to the General Assembly:

(a) Rule 105.3 (d) (iii), Home leave, is amended to provide that staff should be able to travel to a different country than the country of their nationality for home leave if staff have close family or personal ties in that country;

(b) Rule 107.13, Terminal expenses, is amended to indicate that terminal expenses will be paid at rates and under conditions established by the Secretary-General;

(c) Rule 107.19 (ii) and (v), Miscellaneous travel expenses, is amended to update the list of expenses for which advance authorization is required;

(d) Rule 107.21 (b) and (g), Excess baggage and unaccompanied shipments, is amended to allow for one bag in addition to the free baggage allowance or up to 25 kilograms per traveller, and to allow for the combination into one shipment of baggage entitlements for onward and outward journeys;

(e) Rule 107.23, Travel advances, is amended to include the possibility of a 100 per cent travel advance to staff members on official travel status for travel subsistence allowance and terminal expenses.

1.2 Attached for insertion in the printed copy of ST/SGB/2002/1 are the new pages containing the provisional amendments to the Staff Rules and the revised salary scales.

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Section 2
Final provisions

Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2007.

(*Signed*) **Ban** Ki-moon
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

* * *

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/252 of 8 September 1998, resolution 53/209 of 18 December 1998, resolution 53/221 of 7 April 1999, resolution 54/238 and decision 54/460 of 23 December 1999, resolution 55/223 of 23 December 2000 and resolution 55/258 of 14 June 2001, resolution 56/244 of 24 December 2001, resolution 57/285 of 20 December 2002, resolution 57/307 of 15 April 2003 and resolution 57/310 of 18 June 2003; resolution 58/285 of 8 April 2004; resolution 59/268 of 23 December 2004; resolution 59/283 of 13 April 2005; resolution 60/238 and 60/248 of 23 December 2005; and resolution 61/239 of 22 December 2006.

prescribed. In exceptional cases, the Secretary-General may, at his or her initiative, place a staff member on special leave with full pay if he or she considers such leave to be in the interest of the Organization;

(ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted;

(iii) Subject to conditions established by the Secretary-General, family leave may be granted as follows:

a. As special leave with full pay in the case of adoption of a child;

b. As special leave without pay for a period of up to two years for a staff member who is the mother or father of a newly born or adopted child, with a possibility of extension for up to an additional two years in exceptional circumstances. The right of a staff member to be re-absorbed after the end of such special leave without pay shall be fully protected;

c. As special leave without pay for a reasonable period, including necessary travel time, upon the death of a member of the immediate family of the staff member or in case of serious family emergency;

(iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the staff member's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to a staff member who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a permanent appointment and who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions set forth in appendix C to these Rules.

(c) The Secretary-General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of achieving age 55 years and 25 years of contributory service, or who are over that age and within two years of 25 years of contributory service.

(d) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual. Continuity of service shall not be considered broken by periods of special leave.

Rule 105.3

Home leave

(a) Staff members regarded as international recruits under rule 104.7 (a) and not excluded from home leave under rule 104.7 (c), who are residing and serving outside their home country and who are otherwise eligible, shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a reasonable period of

annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

(b) A staff member shall be eligible for home leave provided the following conditions are fulfilled:

(i) While performing his or her official duties:

a. The staff member continues to reside in a country other than that of which he or she is a national; or

b. In the case of a staff member who is a native of a non-metropolitan territory of the country of the duty station and who maintained his or her normal residence in such non-metropolitan territory prior to appointment, he or she continues to reside, while performing his or her official duties, outside such territory;

(ii) The staff member's service is expected by the Secretary-General to continue:

a. At least six months beyond the date of his or her return from any proposed home leave; and

b. In the case of the first home leave, at least six months beyond the date on which the staff member will have completed two years of qualifying service;

(iii) In the case of home leave following the return from a family visit travel under rule 107.1 (b), normally not less than nine months of continuous service have elapsed since departure on the family visit travel.

(c) Staff members whose eligibility under paragraph (b) above is established at the time of their appointment shall begin to accrue service credit towards home leave from that date. Staff members who become eligible for home leave subsequent to appointment shall begin to accrue such service credit from the effective date of their becoming eligible.

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

(i) The place of home leave of the staff member within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his or her most recent residence in the home country. In exceptional circumstances, a change in the place in the country of home leave may be authorized, under conditions established by the Secretary-General;

(ii) A staff member who has served with another public international organization immediately preceding his or her appointment shall have the place of home leave determined as though his or her entire previous service with the other international organization had been with the United Nations;

(iii) The Secretary-General may authorize:*

a. A country other than the country of nationality as the home country, for the purposes of this rule, in exceptional and compelling circumstances. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

b. Home leave travel to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(e) (i) Except in the case of staff members serving on probationary appointment, a staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service. A staff member appointed on a probationary basis shall not be entitled to the first home leave until he or she has been granted a permanent appointment or an extension of probationary period; however, if the Secretary-General considers that it will not be possible for such a decision to be made within six months after completion of two years' service, he or she may be granted home leave subject to the other conditions of this rule.

(ii) Home leave may be taken, subject to the exigencies of service and to the provisions in subparagraph (i) above in respect of probationary appointment, any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave, provided that normally not less than twelve months of qualifying service have been completed or that normally not less than twelve months of qualifying service have elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due. The granting of advanced home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organization for the advanced travel.

(g) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.

(h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family.

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* Amendment to rule 105.3 (d) (iii) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

(i) Subject to the conditions specified in chapter VII of these Rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between the official duty station and the place of home leave.

(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together.

(k) If both husband and wife are staff members who are eligible for home leave, and taking into account rule 104.10 (d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.

(l) A staff member travelling on home leave shall be required to spend no less than seven days, exclusive of travel time, in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once in every twelve months.

Rule 107.8

Route, mode and standard of transportation

(a) Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance by the Secretary-General.

(b) Travel expenses or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Rule 107.9

Route and mode of travel

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interest of the United Nations.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interest of the United Nations.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the United Nations shall pay only for the mode of transportation actually used.

Rule 107.10

Standard of accommodation

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class transportation in accordance with the least costly airfare structure regularly available or its equivalent. However, under conditions established by the Secretary-General, accommodation immediately below first class may be granted. In exceptional cases, the Secretary-General may allow first class travel.

(b) The air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(c) For all official travel by sea approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate to the circumstances of the case.

(d) For all official travel by train approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.

(e) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it.

(f) If a staff member or family member travels by more economical accommodations than the approved standard, the United Nations shall only pay for accommodations actually used at the rate paid by the traveller.

Rule 107.11

Travel by automobile

(a) Staff members who are authorized to travel by automobile shall be reimbursed by the United Nations at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.

(b) Reimbursement for travel within a radius of thirty-five miles of the official duty station shall be based on actual mileage and, for travel beyond a thirty-five-mile radius, on the mileage as shown on official road guides. Commutation between residence and place of business shall not be reimbursable.

(c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Rule 107.12

Purchase of tickets

(a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(b) When a staff member requests a standard of accommodation in excess of his or her entitlement under rule 107.10 or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under rule 107.9, the staff member shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides him or her with the necessary tickets.

Rule 107.13*

Terminal expenses

(a) For all official travel to or from the duty station, a staff member is entitled to payment of terminal expenses at rates and under conditions established by the Secretary-General. Terminal expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of the staff member himself or herself and in respect of each family member authorized to travel at United Nations expense, except the costs provided for under rule 107.19 (iii).

* Amendment to rule 107.13 is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

(b) No terminal expenses shall be paid in respect of an intermediate stop that:

(i) Is not authorized;

(ii) Does not involve leaving the terminal; or

(iii) Is exclusively for the purpose of making an onward connection.

(c) (Cancelled)

Rule 107.14

Expenses while in transit

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowance that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 to 107.18 and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

Travel subsistence allowance

(a) Except as provided in rule 107.14 (a) and in paragraph (h) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

(d) Except as provided in rule 107.14 (a) and in paragraph (h) below, when the spouse or dependent children of a staff member are authorized to travel at United Nations expense, the staff member shall be paid an additional travel subsistence allowance in respect of each of them at half the rate applicable to the staff member.

(e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station.

(f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one third of the appropriate daily rate shall be paid.

(g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

(h) No travel subsistence allowance shall be payable in respect of travel on appointment, assignment or repatriation, and in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made during such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, safety, security or other reasons under rule 107.1 (a) (vii) or 107.2 (a) (vii), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

Rule 107.16

Special rates of travel subsistence allowance

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 107.17

(Cancelled)

Rule 107.18

Computation of the travel subsistence allowance

(a) Except during travel by sea, subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in rule 107.15 for each calendar day or fraction thereof involving an overnight stay away from his or her residence, during which the staff member or his or her family members are in official travel status, provided that for a journey of twenty-four hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than ten hours, and 40 per cent of the allowance shall be paid for a journey of ten hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided that the traveller remains in official travel status for more than twelve hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(c) If more than one rate should apply during the course of any one day or if the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of destination shall be paid for that day, except that for the last leg of a return travel on official business the allowance shall be paid at the rate applicable to the last authorized place where the staff member spent the night.

(d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 107.19

Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 107.13;

(ii) Telephone or other forms of communication required for official business;*

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Text processing services or rental of equipment required for the preparation of official reports or correspondence;*

(vi) Transportation or storage of baggage or property used on official business.

Rule 107.20

Installation

(Cancelled)

Rule 107.20

Assignment grant

(a) Except for special mission service, a staff member who travels at United Nations expense to a duty station for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under subparagraph (c) (i) below; and

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rules 107.2 (a) (i), (ii) or (iii) and 107.3.

* Amendment to rule 107.19 (ii) and (v) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the staff member or of the staff member's family member, as appropriate.

Where an assignment of less than one year, in respect of which daily subsistence allowance has been paid for six months or more under rule 103.7 (d) (ii), is extended to one year or more at the same duty station, the provisions of (i) above do not apply and only the lump sum portion under paragraph (d) will be paid.

(c) (i) The Secretary-General may establish special rates of subsistence allowance for the purposes of the assignment grant for specific categories of staff at various duty stations and publish such rates by administrative instruction or other appropriate means. Where such special rates have not been established, the travel subsistence allowance rates under rule 107.15 shall be used in computing the assignment grant;

(ii) Under conditions established by the Secretary-General, the limit of thirty days provided in paragraph (b) above may be extended to a maximum of ninety days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the staff member's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment, provided the staff member is not entitled to removal costs under staff rule 107.27;

(ii) At all other duty stations:

a. Where the staff member is entitled to removal costs under rule 107.27, one month's net base salary and, where appropriate, post adjustment;

b. Where the staff member is not entitled to removal costs under rule 107.27, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where appropriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the staff member was previously stationed, the full amount of the assignment grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year.

(f) Where both husband and wife are staff members who are travelling at United Nations expense to a duty station, and taking into account rule 104.10 (d), the daily subsistence allowance portion of the assignment shall be paid to each in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the staff member on whom the child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall be paid only to the spouse whose lump sum portion yields the higher amount.

(h) In cases where the staff member has not completed the period of service in respect of which the assignment grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery.

(i) The Secretary-General may, in appropriate cases, authorize payment of all or part of the assignment grant where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under rule 104.7.

Rule 107.21

Excess baggage and unaccompanied shipments

Excess baggage

(a) For the purpose of these rules, "excess baggage" shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.*

General provisions on unaccompanied shipments

(c) For the purpose of these rules, "personal effects and household goods" shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(d) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the staff member or his or her family members.

(e) The normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the unaccompanied shipments authorized under this rule, except for shipments under subparagraph (g) (i) below, for which the cost of cartage only shall be paid. Costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(f) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

Unaccompanied shipments on home leave, family visit or education grant travel

(g) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:**

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* Amendment to rule 107.21 (b) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

** Amendment to rule 107.21 (g) is provisional until reported to the General Assembly, pursuant to Staff Regulation 12.2.

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution;

(iii) For the purposes of this rule, the shipment entitlements associated with incoming and outgoing journeys may be combined and exercised in whole or in part as one shipment provided the total is within the combined entitlement.

Unaccompanied shipments for staff appointed or assigned for less than one year

(h) On travel on appointment or assignment for less than one year, or on separation from service of staff appointed for less than one year, charges for the shipment of personal effects and household goods by the most economical means may be reimbursed up to a maximum of 100 kilograms or 0.62 cubic metres. Where the appointment or assignment is extended for a total period of one year or longer, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlement established in paragraph (i) below. Such additional shipment, however, shall not be paid for staff appointed or assigned to special missions and who receive a mission subsistence allowance under rule 103.21.

Unaccompanied shipments for staff appointed or assigned for one year or longer

(i) On travel on appointment or assignment for one year or longer, on transfer to another duty station or on separation from service of a staff member appointed for one year or longer, charges for the shipment of personal effects and household goods by the most economical means may be reimbursed up to a maximum of:

(i) 1,000 kilograms or 6.23 cubic metres for the staff member;

(ii) 500 kilograms or 3.11 cubic metres for the first family member; and

(iii) 300 kilograms or 1.87 cubic metres for each additional family member

authorized to travel at the expense of the Organization.

Unaccompanied shipment as advance removal of personal effects and household goods

(j) On travel on appointment, assignment, transfer or separation from service of a staff member for whom removal costs will be paid under staff rule 107.27, a staff member may be reimbursed the costs of advance shipment by the most economical means up to a maximum of:

(i) 450 kilograms or 2.80 cubic metres for the staff member;

(ii) 300 kilograms or 1.87 cubic metres for the first family member; and

(iii) 150 kilograms or 0.93 cubic metres for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of rule 107.27.

Additional shipment entitlements for international staff serving at designated duty stations

(k) Internationally recruited staff members serving at designated duty stations having difficult conditions of life and work shall be granted, under conditions established by the Secretary-General, the following special entitlements:

(i) An additional shipment entitlement once a year to the duty station by the most economical means of up to 50 kilograms or 0.31 cubic metres in respect of the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;

(ii) An additional 50-kilogram shipment entitlement in connection with the birth or adoption of a child.

Conversion of surface shipment to unaccompanied shipment by air

(l) When the most economical means of shipment is by surface, the entitlement may be converted to unaccompanied shipment by air under conditions established by the Secretary-General.

Rule 107.22

Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 106.5, in respect of loss or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, and of the shipment and storage of personal effects and household goods under rule 107.27, insurance coverage will be provided by the Organization up to a maximum amount established by the Secretary-General.

(c) The United Nations shall not be responsible for the loss of or damage to unaccompanied shipments.

Rule 107.23

Travel advances

(a) Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per cent of travel subsistence allowance and terminal expenses payable under these Rules may be made on the basis of the estimate and certification from the appropriate certifying officer.*

(b) However, in those cases where a staff member is authorized to travel in accordance with staff rule 107.1 (a) (ii), an advance of funds at the rate of 100 per cent of the estimated travel subsistence allowance payable in accordance with staff rule 107.15 may be made.

* Amendment to rule 107.23 (a) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

Rule 107.24

Illness or accident during travel

The United Nations shall pay or reimburse reasonable hospital and medical expenses, insofar as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 107.25

Reimbursement of travel expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these Rules.

Rule 107.26

Transportation of decedents

Upon the death of a staff member or of his or her spouse or dependent child, the United Nations shall pay the expenses of transportation of the body from the official duty station or, in the event of death having occurred while in travel status, from the place of death, to a place to which the deceased was entitled to return transportation under rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 107.27

Removal costs

Eligibility for payment of removal costs

(a) An entitlement to payment of removal costs of personal effects and household goods, as defined in staff rule 107.21 (c), shall arise with respect to internationally recruited staff members, under the following circumstances and in accordance with conditions established by the Secretary-General:

(i) On initial appointment to an established office for a period of two years or longer;

(ii) On change of duty station to an established office, provided that the staff member is expected to serve at the new duty station for a period of two years or longer;

(iii) On separation from service from an established office, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service and:

a. Had been granted removal to the duty station or to a prior duty station in the course of a period of uninterrupted service; or

b. Had been recruited at the duty station from which he or she is separating and is repatriating to the place of home leave or other location, in accordance with rule 107.1 (c).

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2007

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
USG	Gross	185 874														
	Net D	133 818														
	Net S	120 429														
ASG	Gross	168 826														
	Net D	122 737														
	Net S	111 142														
			*	*	*	*	*									
D-2	Gross	138 549	141 494	144 443	147 391	150 354	153 437									
	Net D	102 713	104 716	106 721	108 726	110 730	112 734									
	Net S	94 360	96 052	97 737	99 417	101 092	102 760									
						*	*	*	*	*						
D-1	Gross	126 565	129 153	131 738	134 326	136 915	139 501	142 090	144 678	147 265						
	Net D	94 564	96 324	98 082	99 842	101 602	103 361	105 121	106 881	108 640						
	Net S	87 407	88 937	90 462	91 985	93 504	95 020	96 531	98 040	99 544						
												*	*	*		
P-5	Gross	104 600	106 803	109 004	111 204	113 407	115 607	117 810	120 012	122 213	124 415	126 615	128 818	131 019		
	Net D	79 628	81 126	82 623	84 119	85 617	87 113	88 611	90 108	91 605	93 102	94 598	96 096	97 593		
	Net S	73 975	75 305	76 631	77 957	79 280	80 599	81 918	83 234	84 547	85 858	87 167	88 474	89 779		
														*	*	*
P-4	Gross	85 974	87 979	89 986	91 992	93 999	96 006	98 013	100 019	102 144	104 266	106 391	108 515	110 640	112 765	114 890
	Net D	66 401	67 845	69 290	70 734	72 179	73 624	75 069	76 513	77 958	79 401	80 846	82 290	83 735	85 180	86 625
	Net S	61 834	63 150	64 464	65 776	67 087	68 396	69 705	71 012	72 317	73 623	74 925	76 227	77 528	78 828	80 127
															*	*
P-3	Gross	70 222	72 079	73 939	75 793	77 653	79 508	81 364	83 224	85 082	86 938	88 797	90 651	92 511	94 367	96 224
	Net D	55 060	56 397	57 736	59 071	60 410	61 746	63 082	64 421	65 759	67 095	68 434	69 769	71 108	72 444	73 781
	Net S	51 395	52 625	53 857	55 085	56 317	57 545	58 775	60 005	61 234	62 464	63 689	64 916	66 141	67 366	68 592
													*			
P-2	Gross	57 153	58 815	60 476	62 138	63 799	65 458	67 121	68 779	70 442	72 106	73 764	75 428			
	Net D	45 650	46 847	48 043	49 239	50 435	51 630	52 827	54 021	55 218	56 416	57 610	58 808			
	Net S	42 818	43 904	44 986	46 070	47 153	48 238	49 340	50 438	51 542	52 642	53 741	54 844			
P-1	Gross	44 614	46 035	47 452	48 873	50 326	51 922	53 521	55 118	56 711	58 308					
	Net D	36 137	37 288	38 436	39 587	40 735	41 884	43 035	44 185	45 332	46 482					
	Net S	34 089	35 148	36 207	37 267	38 325	39 383	40 443	41 489	42 531	43 572					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

	Staff member with a spouse or dependent child at time of separation	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
Years of continuous service away from home country	*Weeks of gross salary, less staff assessment, where applicable*		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES AND PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2006

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	261 820														
Assistant Secretary-General															
ASG	241 994														
Director															
D-2	201 224	205 799	210 371	214 939	219 512	224 083									
Principal Officer															
D-1	182 899	186 650	190 400	194 143	197 894	201 831	205 850	209 868	213 880						
Senior Officer															
P-5	152 193	155 383	158 571	161 764	164 953	168 142	171 330	174 524	177 711	180 901	184 092	187 289	190 708		
First Officer															
P-4	124 231	127 306	130 373	133 443	136 520	139 587	142 658	145 733	148 802	151 870	154 939	158 021	161 087	164 158	167 232
Second Officer															
P-3	102 103	104 712	107 317	109 919	112 529	115 134	117 739	120 349	123 077	125 928	128 776	131 623	134 474	137 322	140 172
Associate Officer															
P-2	83 765	86 101	88 428	90 760	93 091	95 421	97 752	100 079	102 414	104 745	107 073	109 406			
Assistant Officer															
P-1	65 227	67 473	69 711	71 950	74 191	76 429	78 673	80 910	83 151	85 390					

Salary scale for staff in the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2007

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
												•	•			
FS-7	Gross	85 438	87 554	89 668	91 779	93 890	96 006	98 121	100 243	102 484	104 721	106 957	109 200			
	Net D	66 015	67 539	69 061	70 581	72 101	73 624	75 147	76 665	78 189	79 710	81 231	82 756			
	Net S	61 481	62 880	64 275	65 671	67 063	68 396	69 855	71 247	72 643	74 036	75 390	76 728			
												•	•			
FS-6	Gross	70 703	72 646	74 592	76 532	78 472	80 418	82 361	84 311	86 251	88 193	90 138	92 079			
	Net D	55 406	56 805	58 206	59 603	61 000	62 401	63 800	65 204	66 601	67 999	69 399	70 797			
	Net S	51 714	53 000	54 291	55 576	56 860	58 148	59 434	60 725	62 007	63 291	64 575	65 856			
FS-5	Gross	60 508	62 165	63 822	65 479	67 139	68 797	70 457	72 114	73 776	75 433	77 092	78 750	80 408		
	Net D	48 066	49 259	50 452	51 645	52 840	54 034	55 229	56 422	57 619	58 812	60 006	61 200	62 394		
	Net S	45 007	46 087	47 169	48 254	49 353	50 451	51 551	52 648	53 749	54 848	55 947	57 043	58 141		
															•	•
FS-4	Gross	52 763	54 143	55 518	56 894	58 271	59 643	61 019	62 399	63 775	65 151	66 528	67 860	69 282	70 657	72 033
	Net D	42 489	43 483	44 473	45 464	46 455	47 443	48 434	49 427	50 418	51 409	52 400	53 359	54 383	55 373	56 364
	Net S	39 941	40 855	41 752	42 650	43 547	44 444	45 339	46 242	47 138	48 036	48 946	49 830	50 771	51 683	52 592
															•	•
FS-3	Gross	46 438	47 483	48 520	49 559	50 672	51 846	53 017	54 186	55 358	56 522	57 694	58 867	60 039	61 208	62 378
	Net D	37 615	38 461	39 301	40 143	40 984	41 829	42 672	43 514	44 358	45 196	46 040	46 884	47 728	48 570	49 412
	Net S	35 451	36 228	37 004	37 781	38 555	39 333	40 110	40 882	41 646	42 406	43 173	43 936	44 702	45 464	46 227
												•	•			
FS-2	Gross	41 259	42 177	43 100	44 016	44 936	45 854	46 732	47 693	48 614	49 532	50 507	51 539			
	Net D	33 420	34 163	34 911	35 653	36 398	37 142	37 853	38 631	39 377	40 121	40 865	41 608			
	Net S	31 589	32 273	32 958	33 643	34 328	35 015	35 669	36 388	37 073	37 760	38 445	39 130			
FS-1	Gross	36 727	37 537	38 343	39 152	39 957	40 769	41 579	42 384	43 194	44 000					
	Net D	29 749	30 405	31 058	31 713	32 365	33 023	33 679	34 331	34 987	35 640					
	Net S	28 221	28 821	29 421	30 021	30 621	31 225	31 828	32 426	33 028	33 630					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2006

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	123 548	126 793	130 042	133 281	136 527	139 587	143 023	146 266	149 513	152 756	156 003	159 252			
FS-6	102 776	105 505	108 237	110 957	113 685	116 414	119 137	121 894	124 869	127 851	130 834	133 810			
FS-5	88 477	90 798	93 126	95 453	97 783	100 107	102 435	104 760	107 090	109 416	111 744	114 068	116 396		
FS-4	77 608	79 544	81 472	83 404	85 333	87 266	89 196	91 131	93 058	94 990	96 921	98 789	100 782	102 714	104 645
FS-3	68 108	69 754	71 396	73 039	74 676	76 322	77 967	79 605	81 250	82 882	84 528	86 170	87 817	89 455	91 101
FS-2	60 005	61 384	62 840	64 289	65 739	67 189	68 575	70 089	71 540	72 995	74 442	75 893			
FS-1	53 411	54 590	55 764	56 936	58 109	59 291	60 466	61 713	62 990	64 261					

Appendix B

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2006

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	63 307	65 997	68 687	71 377	74 067	76 757	79 446	82 136	84 826	87 516	90 206*
	(Gross pension)	61 625	64 131	66 639	69 146	71 654	74 162	76 669	79 177	81 684	84 191	86 699*
	(Total net)	48 682	50 538	52 394	54 250	56 106	57 962	59 818	61 674	63 530	65 386	67 242*
	(Net pension)	48 682	50 538	52 394	54 250	56 106	57 962	59 818	61 674	63 530	65 386	67 242*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	56 854	59 118	61 481	63 909	66 336	68 764	71 191	73 619	76 046	78 474	80 901*
	(Gross pension)	55 636	57 811	59 986	62 182	64 445	66 708	68 971	71 235	73 498	75 761	78 024*
	(Total net)	44 072	45 747	47 422	49 097	50 772	52 447	54 122	55 797	57 472	59 147	60 822*
	(Net pension)	44 072	45 747	47 422	49 097	50 772	52 447	54 122	55 797	57 472	59 147	60 822*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	51 182	53 270	55 277	57 324	59 372	61 522	63 717	65 913	68 109	70 304	72 500*
	(Gross pension)	50 182	52 150	54 117	56 085	58 054	60 022	62 003	64 052	66 099	68 148	70 195*
	(Total net)	39 875	41 390	42 905	44 420	45 935	47 450	48 965	50 480	51 995	53 510	55 025*
	(Net pension)	39 875	41 390	42 905	44 420	45 935	47 450	48 965	50 480	51 995	53 510	55 025*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	46 077	47 930	49 782	51 635	53 488	55 341	57 193	59 046	60 964	62 951	64 938*
	(Gross pension)	45 274	47 056	48 837	50 618	52 399	54 180	55 961	57 742	59 524	61 305	63 144*
	(Total net)	36 097	37 468	38 839	40 210	41 581	42 952	44 323	45 694	47 065	48 436	49 807*
	(Net pension)	36 097	37 468	38 839	40 210	41 581	42 952	44 323	45 694	47 065	48 436	49 807*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	41 416	43 097	44 778	46 459	48 141	49 822	51 503	53 184	54 865	56 546	58 227*
	(Gross pension)	40 800	42 415	44 030	45 646	47 261	48 877	50 491	52 107	53 722	55 338	56 953*
	(Total net)	32 648	33 892	35 136	36 380	37 624	38 868	40 112	41 356	42 600	43 844	45 088*
	(Net pension)	32 648	33 892	35 136	36 380	37 624	38 868	40 112	41 356	42 600	43 844	45 088*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	37 344	38 806	40 280	41 801	43 323	44 845	46 366	47 888	49 409	50 931*	
	(Gross pension)	36 780	38 243	39 705	41 169	42 631	44 094	45 557	47 019	48 482	49 945*	
	(Total net)	29 555	30 681	31 807	32 933	34 059	35 185	36 311	37 437	38 563	39 689*	
	(Net pension)	29 555	30 681	31 807	32 933	34 059	35 185	36 311	37 437	38 563	39 689*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	33 701	35 023	36 345	37 668	38 990	40 324	41 700	43 076	44 451*		
	(Gross pension)	33 138	34 460	35 783	37 104	38 427	39 749	41 072	42 394	43 716*		
	(Total net)	26 750	27 768	28 786	29 804	30 822	31 840	32 858	33 876	34 894*		
	(Net pension)	26 750	27 768	28 786	29 804	30 822	31 840	32 858	33 876	34 894*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 992
Second language	996

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Secu[illegible] Service category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	84 226	87 520	90 814	94 109	97 403	100 697	103 991	107 286	110 580*				
	(Gross pension)	81 125	84 197	87 269	90 340	93 480	96 774	100 068	103 363	106 657*				
	(Total net)	63 116	65 389	67 662	69 935	72 208	74 481	76 754	79 027	81 300*				
	(Net pension)	63 116	65 389	67 662	69 935	72 208	74 481	76 754	79 027	81 300*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	77 984	81 051	84 117	87 184	90 251	93 317	96 384	99 451	102 517*				
	(Gross pension)	75 306	78 166	81 025	83 884	86 744	89 603	92 463	95 528	98 595*				
	(Total net)	58 809	60 925	63 041	65 157	67 273	69 389	71 505	73 621	75 737*				
	(Net pension)	58 809	60 925	63 041	65 157	67 273	69 389	71 505	73 621	75 737*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	71 696	74 546	77 397	80 248	83 099	85 949	88 800	91 651	94 501*				
	(Gross pension)	69 444	72 101	74 759	77 417	80 074	82 733	85 391	88 048	90 706*				
	(Total net)	54 470	56 437	58 404	60 371	62 338	64 305	66 272	68 239	70 206*				
	(Net pension)	54 470	56 437	58 404	60 371	62 338	64 305	66 272	68 239	70 206*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	65 322	67 935	70 548	73 161	75 774	78 387	81 000	83 613	86 226*				
	(Gross pension)	63 495	65 933	68 369	70 807	73 244	75 681	78 118	80 555	82 992*				
	(Total net)	50 072	51 875	53 678	55 481	57 284	59 087	60 890	62 693	64 496*				
	(Net pension)	50 072	51 875	53 678	55 481	57 284	59 087	60 890	62 693	64 496*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	60 903	62 954	65 004	67 055	69 106	71 157	73 207	75 258	77 309	79 359	81 410*		
	(Gross pension)	59 464	61 303	63 201	65 114	67 026	68 939	70 852	72 765	74 677	76 590	78 503*		
	(Total net)	47 023	48 438	49 853	51 268	52 683	54 098	55 513	56 928	58 343	59 758	61 173*		
	(Net pension)	47 023	48 438	49 853	51 268	52 683	54 098	55 513	56 928	58 343	59 758	61 173*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	54 874	56 603	58 331	60 064	61 917	63 771	65 625	67 478	69 332	71 186	73 039	74 893	76 746*
	(Gross pension)	53 736	55 396	57 056	58 717	60 377	62 053	63 781	65 509	67 237	68 965	70 693	72 419	74 147*
	(Total net)	42 607	43 886	45 165	46 444	47 723	49 002	50 281	51 560	52 839	54 118	55 397	56 676	57 955*
	(Net pension)	42 607	43 886	45 165	46 444	47 723	49 002	50 281	51 560	52 839	54 118	55 397	56 676	57 955*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	48 904	50 454											
	(Gross pension)	47 995	49 485											
	(Total net)	38 189	39 336											
	(Net pension)	38 189	39 336											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 992
Second language	996

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	55 642	58 393	61 228	64 178	67 129
	(Gross pension)	54 469	57 114	59 758	62 433	65 184
	(Total net)	43 175	45 211	47 247	49 283	51 319
	(Net pension)	43 175	45 211	47 247	49 283	51 319
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	48 986	51 109	53 232	55 355	57 478
	(Gross pension)	48 075	50 115	52 155	54 194	56 234
	(Total net)	38 250	39 821	41 392	42 963	44 534
	(Net pension)	38 250	39 821	41 392	42 963	44 534
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	44 936	46 874			
	(Gross pension)	44 180	46 044			
	(Total net)	35 253	36 687			
	(Net pension)	35 253	36 687			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2006

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	77 775	80 496	83 216	85 936	88 657	91 377	94 097
	(Gross pension)	75 111	77 647	80 184	82 720	85 257	87 793	90 329
	(Total net)	58 665	60 542	62 419	64 296	66 173	68 050	69 927
	(Net pension)	58 665	60 542	62 419	64 296	66 173	68 050	69 927
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	72 867	75 432	77 997	80 562	83 128	85 693	88 258
	(Gross pension)	70 534	72 926	75 318	77 709	80 101	82 493	84 884
	(Total net)	55 278	57 048	58 818	60 588	62 358	64 128	65 898
	(Net pension)	55 278	57 048	58 818	60 588	62 358	64 128	65 898
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	67 964	70 371	72 778	75 186	77 593	80 000	82 407
	(Gross pension)	65 960	68 205	70 451	72 696	74 941	77 186	79 432
	(Total net)	51 895	53 556	55 217	56 878	58 539	60 200	61 861
	(Net pension)	51 895	53 556	55 217	56 878	58 539	60 200	61 861
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	63 072	65 322	67 571	69 820	72 070	74 319	76 568
	(Gross pension)	61 411	63 498	65 596	67 693	69 791	71 888	73 986
	(Total net)	48 520	50 072	51 624	53 176	54 728	56 280	57 832
	(Net pension)	48 520	50 072	51 624	53 176	54 728	56 280	57 832
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	58 304	60 274	62 367	64 459	66 552	68 645	70 738
	(Gross pension)	57 029	58 904	60 779	62 695	64 646	66 598	68 549
	(Total net)	45 145	46 589	48 033	49 477	50 921	52 365	53 809
	(Net pension)	45 145	46 589	48 033	49 477	50 921	52 365	53 809
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	53 730	55 541	57 351	59 162	61 043	62 986	64 928
	(Gross pension)	52 634	54 374	56 114	57 854	59 593	61 333	63 131
	(Total net)	41 760	43 100	44 440	45 780	47 120	48 460	49 800
	(Net pension)	41 760	43 100	44 440	45 780	47 120	48 460	49 800
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	49 186	50 845	52 503	54 161	55 819	57 477	59 135
	(Gross pension)	48 264	49 858	51 452	53 046	54 640	56 234	57 829
	(Total net)	38 398	39 625	40 852	42 079	43 306	44 533	45 760
	(Net pension)	38 398	39 625	40 852	42 079	43 306	44 533	45 760
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	44 593	46 107	47 620	49 134	50 647	52 161	53 674
	(Gross pension)	43 851	45 307	46 761	48 216	49 671	51 125	52 581
	(Total net)	34 999	36 119	37 239	38 359	39 479	40 599	41 719
	(Net pension)	34 999	36 119	37 239	38 359	39 479	40 599	41 719
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 992
Second language	996

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix F

SALARY SCALE FOR STAFF IN THE LANGUAGE TEACHER CATEGORY AT HEADQUARTERS

(United States dollars)

Effective 1 November 2006

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*•
Language Teacher	(Gross)	68 867	71 332	73 797	76 262	78 728	81 193	83 658	86 123	88 588	91 054	93 519	95 984
	(Gross pension)	66 802	69 101	71 400	73 699	75 998	78 297	80 596	82 896	85 195	87 493	89 793	92 092
	(Total net)	52 518	54 219	55 920	57 621	59 322	61 023	62 724	64 425	66 126	67 827	69 528	71 229
	(Net pension)	52 518	54 219	55 920	57 621	59 322	61 023	62 724	64 425	66 126	67 827	69 528	71 229
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Net pension:	Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
NPC:	The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix G

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(Effective as from the school year in progress on 1 January 2007)

Currency	(1) Maximum amount admissible educational expenses and maximum grant for disabled children	(2) Maximum education grant	(3) Normal flat rate when boarding not provided	(4) Additional flat rate for boarding (at designated duty stations)	(5) Maximum grant for staff members serving at designated duty stations	(6) Calculation for maximum admissible educational expenses (attendance only)
Part A						
Euro						
Austria	15 198	11 399	3 564	5 346	16 745	10 447
Belgium	14 446	10 835	3 366	5 049	15 884	9 959
Finland	9 082	6 812	2 543	3 815	10 627	5 692
France[a]	10 263	7 697	2 921	4 381	12 078	6 368
Germany	18 993	14 245	4 090	6 134	20 379	13 540
Ireland	17 045	12 784	2 945	4 417	17 201	13 119
Italy	17 215	12 911	2 965	4 447	17 358	13 261
Luxembourg	14 446	10 835	3 366	5 049	15 884	9 959
Monaco	10 263	7 697	2 921	4 381	12 078	6 368
Netherlands	15 440	11 580	3 814	5 721	17 301	10 355
Spain	13 762	10 322	2 992	4 488	14 810	9 773
Danish krone	108 147	81 110	24 715	37 072	118 182	75 193
Japanese yen	2 324 131	1 743 098	534 345	801 517	2 544 615	1 611 671
Swedish krona	141 026	105 770	23 490	35 235	141 005	109 707
Swiss franc	26 868	20 151	5 331	7 997	28 148	19 760
Pound sterling	18 285	13 714	3 326	4 989	18 703	13 851
Part B						
United States dollar (in the United States of America)[b]	34 598	25 949	5 406	8 109	34 058	27 391
Part C						
United States dollar (outside the United States of America)[c]	18 048	13 536	3 490	5 235	18 771	13 395

[a] Except for the following schools, where the United States dollars at the United States levels will be applied: American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris and Marymount School of Paris.

[b] Also applies, as a special measure, for China, Indonesia and the Russian Federation.

[c] Includes Norway, which will no longer be tracked as a separate zone.

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part B above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the applicable amounts are set out in columns (1) to (6) against part C above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, the amount shall be 75 per cent of the allowable costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board, the amount shall be:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board, the amount shall be:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.